



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 37-2009

Department Neighborhoods Number of Positions 1 Wage \$17.85  
Job Title Planning Intern (Community Building Intern) Location Ballard Neighborhood Service Center  
Start Date 11/09 End Date 06/15/10 Work Scheduled Between 9 AM 6 PM  
Minimum 19 Hours/Week and Maximum 19 Hours/Week Summer Schedule \_\_\_\_\_ Hours/Week  
Special Work Scheduling Requirements May require some evenings and weekends

**SUMMARY OF WORK TO BE PERFORMED:** Intern would be paired with a Neighborhood District Coordinator to learn and support them in community-building activities. Opportunities include working with individuals in the community, community or neighborhood groups and associations, and district councils. Neighborhood District Coordinators are liaisons between community and the City, providing information and referrals, helping to resolve neighborhood issues, connect neighbors for the purposes of community-building, and supporting civic engagement. The intern would experience the broad nature of the liaison work as well as work on specific, time-limited community-building projects.

### DUTIES STATEMENT:

% of time 25	1)	Assists coordinator in serving as a liaison between community members, community organizations, the private sector and City government to ensure that City agencies are aware of neighborhood and private sector needs and concerns. This position cultivates and maintains relationships with individual community members and groups, real estate developers, and businesses in brokering and connecting to City programs, policies, and services.
25	2)	Assists in providing outreach and capacity building support to the community and neighborhood groups, especially to underrepresented and underserved groups, to assure their awareness and utilization of City programs and services.
25	3)	Assists with working with communities and developers on neighborhood improvement strategies, including those that support Neighborhood Plan Implementation; assists in tracking the status of projects that implement Neighborhood Plans.
25	4)	Works on specific projects to address neighborhood events, strengths, issues and concerns.

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

The intern will gain knowledge, skills and experience in the area of community-building, civic engagement and public administration. Project work will enhance planning, organizational, and communication skills. The intern will receive an orientation to and employ strategies which promote racial and social justice. The intern will experience working with individual, small and large groups as well as exposure to a large institution. This experience will also provide exposure to policy, research and evaluation.

### MINIMUM QUALIFICATIONS:

A minimum of 2 years of study towards a Bachelor's degree in Urban Planning, Communications, Library Science, Political Science, Social Work or others involving public policy or public administration. Experience working with diverse ethnic and language communities is required. Good communication skills, written and oral. Experience working with the public, providing quality customer service.

### DESIRED QUALIFICATIONS:

Experience as a community organizer, event or project planning experience,

### DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Orientation and Race and Social Justice Initiative training. Training on Neighborhood Planning.

### EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

The intern will report directly to a Neighborhood District Coordinator, who will provide close supervision by directing the daily tasks of the assignment and reviewing the work for progress, completeness, and accuracy.

**Application Instructions:** Send your resume **AND** your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809. \*\*Include the position title, job # (35-2009), and your e-mail address. **Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.**  
**We only hire students with WA State work study funding.**